



INSPECTOR CERTIFICATION PROGRAM

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MISSION

**The mission of the Division of Fire Safety
is to provide fire and life safety
enforcement and education to all
citizens so they receive the highest
quality of services to ensure safety
and a sense of well being.**



INSPECTOR CERTIFICATION PROGRAM

Certification Process

The guidelines for the state certification program are designed to ensure accountability, consistency, and credibility of instruction, testing, and certification of fire fighters and professionals in fields related to the fire service in the State of Missouri.

Goals of the Certification Program:

1. To raise the level of fire protection for the State of Missouri.
2. To improve training and education for the fire service of Missouri.
3. Establish minimum basic training standards for fire protection personnel.
4. Issuance of certificates to persons who complete requirements for certification and pass the required state examinations.
5. To maintain records of persons who have attained state certification.

Fire Inspector Certification is provided through the Missouri Department of Public Safety, Division of Fire Safety. The Missouri Division of Fire Safety shall certify Fire Inspectors based on a combination of requirements and qualifications.

The Missouri Division of Fire Safety subscribes to the policy of nondiscrimination in areas of race, color, religion, sex, age, national origin, and the handicapped. Entry level qualifications are reviewed to ensure that each applicant meets the specified requirements.



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Fire Inspector Course

The Missouri Division of Fire Safety's Fire Inspection Course is designed to provide a comprehensive program of instruction for fire inspectors and those desiring a knowledge of fire inspection. The requirements for Fire Inspector I certification are based on the NFPA 1031-2003 Standard, *Standard for Professional Qualifications for Fire Inspector*.

Successful completion of the course and practical skills are a requirement for eligibility to take the Division of Fire Safety Fire Inspector Certification examination. There will be four (4) tests totaling 100 questions given during the course. The student will be required to score 70% cumulatively on these tests for successful completion of the course. In addition, students will be required to successfully complete practical skills exercises during the course. Students not passing the course will be issued an attendance certificate.

The Fire Inspector I program is based on NFPA 1031, *Standard for Professional Qualifications for Fire Inspector*. It is referenced to the International Fire Code and NFPA I, Uniform Fire Code. The delivery format is a 40 hour, five day course with practical skills conducted during the course. For more convenience for the students, chapters coincide with the IFSTA manual, Fire Inspector and Code Enforcement.

Fire Inspector I Course topics include; Inspector Authority and Responsibilities, Construction and Occupancy Classifications, Emergency Planning, Fire Spread and Growth, Fire Hazard Recognition, Fire Detection Systems, Fire Suppression Systems, Hazardous Materials and Special Hazards, Means of Egress and Occupancy Loads and Water Supply and Fire Flow.

The course shall be offered in different areas of the state twice yearly or as resources permit. The course will be open to interested members of the fire service, state agencies, and private industry involved in fire inspection. Those individuals whose primary duty is fire inspection and reside in the area of the course shall be given priority admittance.

Class size will be limited and preregistration is required for admittance to the course.

The applicant must complete a Fire Inspector Course Application and submit all required documentation as outlined in this booklet. Only complete applications will be accepted.

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I. Applicants General Requirements for 40-Hour Inspection Course

Students will be selected by compliance with the following guidelines:

- A. Complete course application (enclosed).
- B. A minimum of three years in some phase of fire service, fire prevention, or inspection.
- C. Prerequisite training courses (documentation of attendance must be attached to application)
 - 1. Completion of classes in the areas of Fire Behavior, Building Construction, and Hazardous Materials-Awareness, **OR** possess Division of Fire Safety Fire Fighter II certification.
 - 2. Equivalent training/experience (such as college or NFA classes) may be substituted at the discretion of the Division of Fire Safety.
- D. A letter of recommendation from the applicant's supervisor listing applicant's job description and length of service (attach to application).
- E. Applicant must complete an Authorization of Release for Information (enclosed).

Fire Inspector I Certification

Fire Inspector certification is provided through the Missouri Division of Fire Safety. The Missouri Division of Fire Safety shall certify Fire Inspectors based on a combination of requirements and qualifications.

Certification is granted to those individuals who meet the required qualifications and successfully pass the certification examination. The requirements for Fire Inspector I are based on NFPA 1031-2003, Chapter 3.

All qualifications must be met and documentation supplied to the Division of Fire Safety prior to admission to the examination.

Applicants have one year from the time of course completion to complete the certification process.



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II. Applicants General Requirements for Certification

- A. Complete application for certification (enclosed).
- B. A minimum of three years cumulative fire service, fire prevention, or inspection experience.
- C. Submit a high school diploma or a GED certificate.
- D. Submit a valid drivers license.
- E. Be at least 18 years of age.
- F. Have successfully completed the Missouri Division of Fire Safety's Fire Inspector Course including successful completion of all required practical skills.
- G. A letter from the applicants' supervisor listing applicants' job description and attesting to the fact that the applicants' duties include fire inspection.
- H. Successful completion of the State Fire Inspector examination with a minimum score of 70%.
- I. Prior to taking the Fire Inspector Certification Exam, the applicant must show documentation of completion of an approved Hazardous Materials First Responder Awareness class (NFPA 1031, section 3-1, general).
- J. Applicant must furnish a copy of two inspections performed by the applicant with at least one of those inspections dealing with a violation of your local code. The applicant will write a descriptive analysis of the violation and the procedure for its correction.
- K. Applicant must complete an Authorization of Release for Information Form (enclosed).



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III. Examination Administration & Description

The Division of Fire Safety Fire Inspector Certification examination will be given at least twice annually.

The applicant will have two hours to complete the 100 question certification examination. Each question is referenced to one or more of the following sources: NFPA 1031-2003; Missouri Division of Fire Safety Fire Inspector Curriculum; IFSTA's Fire Inspection and Code Enforcement 6th edition; and IFSTA's Hazardous Materials for First Responder 2nd edition.

Sample Test Question:

- A local protective signaling system is intended primarily to alert:
- a. the fire department dispatcher
 - b. a private alarm contractor
 - c. occupants of the protected area
 - d. hotel desk clerk

Each student shall also complete the Inspector Practical Skills Booklet containing all skill objectives as noted in the NFPA 1031-2003 Standard during the delivery of the Division's Fire Inspector Course and present the booklet to an approved evaluator for review. All skills must be successfully completed prior to certification being issued.

Following completion of the written examination, applicants shall be notified by the Division of Fire Safety by letter as to whether they passed or failed. No record will be made or kept of an applicant's percentage score from the examination. Tests and scores shall be destroyed following scoring.

The student must score 70% or better on the exam in order to pass. In the event that an applicant fails the examination, that applicant has one year from the date of the course to retake the certification examination. Should the applicant fail the examination a second time he or she must attend and successfully complete the Division of Fire Safety's Fire Inspector Course and skills before taking the examination again.



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IV. Recertification

Fire Inspector Certification shall expire three years from the date of certification or from date of recertification.

Notification of approaching expiration will be sent to the individual's home address approximately three months prior to the recertification date. The individual is responsible for supplying the Division with a current home address.

The inspector will be required to complete the following criteria in order to renew certification:

- A. Complete and submit the Recertification Application
- B. Provide documentation of 30 hours of training as a student or instructor, or any combination, in fire inspection related courses or seminars.

Note: All courses or seminars are subject to approval by the Division of Fire Safety.

- C. Submit a letter from the applicants' supervisor listing applicant's job description and attesting to the fact that the duty of the applicant is fire inspection.

In the event an individual does not submit the required documentation for recertification as a Fire Inspector, his or her certification status will be revoked. In order to regain certification, that individual must retake the Division of Fire Safety Inspection course and successfully pass the Fire Inspector certification examination.

V. Saving Clause

The qualifications developed in this program shall not be used to render invalid any rank, qualification or appointment acquired previous to the adoption of this certification program.



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VI. Applying for Fire Inspector Equivalency/Reciprocity

All Equivalency/Reciprocity applications and supporting documents submitted to the Division of Fire Safety must be reviewed and approved prior to pursuing Missouri State Certification.

RECIPROCITY

Certificates by other IFSAC accredited entities shall be considered for reciprocity to Missouri certification. Applicants possessing IFSAC accredited certification must submit an application for equivalency/reciprocity, an authorization for release of information, and copy of their certificate, clearly indicating the international certification registry number. These individuals must meet all of the General Requirements for Certification as outlined in Section II, page 4 of this booklet.

EQUIVALENCY

All individuals applying for certification by the Division of Fire Safety, having training or certification from another state or training entity not accredited by IFSAC must submit an application for equivalency/reciprocity, an authorization for release of information, and any supporting documentation for the level of which he/she is seeking state certification. If approved to pursue state certification, the individual will also be required to take and successfully complete all required practical skills, if applicable, and pass the Division of Fire Safety's Certification Examination. These individuals must meet all of the General Requirements for Certification as outlined in Section II, page 4 of this booklet.

To apply for equivalency/reciprocity, please contact the Division at 573-751-2930 or visit our website at www.dfs.dps.mo.gov to download Equivalency/Reciprocity application and authorization for release of information.



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VII. Suspension, Revocation or Denial

The Director of the Division of Fire Safety may suspend, revoke or deny certification to any fire inspector when it is found that the individual:

- A. Has knowingly made a material misrepresentation of any information required for certification.
- B. Has knowingly by any means of false pretense, deception, fraud, misrepresentation or cheating, obtained training or certification.
- C. Has been convicted of or pleaded guilty to a felony.
- D. Fails to achieve a score of 70% on the certification examination.



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VIII. Appeal Process

Upon the revocation or denial of a certification level, the decision may be appealed in writing to a Board of Appeals within 45 days of the date of the revocation or denial letter.

The Appeal Board will be made up of the following:

- A. Program Developer, Training Unit, Missouri Division of Fire Safety
- B. Director, Missouri Fire & Rescue Training Institute
- C. President, state association affiliated with certification (example: If certification was revoked or denied in the Instructor Level, the president of the Instructors Association would serve as a member of the Appeal Board.)

The Appeal Board may elect to:

- A. Deny the appeal without action
- B. Make a recommendation to the Director of the Division of Fire Safety from the written appeal.
- C. Hold an informal appeal hearing with the individual revoked or denied certification

The appeal board shall notify the Director of the Division of Fire Safety and the individual submitting the appeal within 90 days of receipt of the appeal.

Failure of any state certification exam **SHALL NOT** be grounds for appeal.

MISSOURI DIVISION OF FIRE SAFETY
P.O. Box 844
Jefferson City, MO 65102



Fire Inspector Course Application

Name: _____
(Last) (First) (Middle)

Date of Birth: _____ Social Security No.: _____

Home Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: (Day) _____ (Evening) _____

Email Address: _____

Fire Department/Agency: _____ FDID: _____

Business address: _____

City: _____ State: _____ Zip: _____ County: _____

Job Title: _____ Years of Service: _____

Prerequisite Training Courses Attended (*attach documentation*):

Course & Location: _____ Hours: _____

Course & Location: _____ Hours: _____

Fire Inspector Course Applying For:

Location: _____ Date: _____

Have you ever forfeited bond, entered a plea of guilty or been convicted of any crime?

☐ Yes

☐ No

If yes, describe in full on back of this form.

I certify that all information contained herein is accurate and truthful to the best of my knowledge.

Signature: _____ Date: _____

MISSOURI DIVISION OF FIRE SAFETY
P.O. Box 844
Jefferson City, MO 65102



Fire Inspector Certification Application

Name: _____
(Last) (First) (Middle)

Date of Birth: _____ Social Security No.: _____

Home Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: (Day) _____ (Evening) _____

Email Address: _____

Fire Department/Agency: _____ FDID: _____

Business address: _____

City: _____ State: _____ Zip: _____ County: _____

Job Title: _____ Years of Service: _____

Prerequisite Training Courses Attended (*attach documentation*):

Course & Location: _____ Hours: _____

Course & Location: _____ Hours: _____

Required Fire Inspector Course (*attach documentation*):

Missouri Division of Fire Safety: _____ Other: _____

Location: _____ Date: _____

Exam Date and Location Requested: _____

Have you ever forfeited bond, entered a plea of guilty or been convicted of any crime?

☐ Yes ☐ No If yes, describe in full on back of this form.

I certify that all information contained herein is accurate and truthful to the best of my knowledge.

Signature: _____ Date: _____

MISSOURI DIVISION OF FIRE SAFETY
P.O. Box 844
Jefferson City, MO 65102



Authorization For Release Of Information

I, (*Print Full Name*)_____ hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certification.

I further authorize all law enforcement agencies, U.S. Military, Federal, State and or local government agencies to furnish the Missouri Division of Fire Safety, with any and all information regarding me in order to determine suitability for certification. I further release said agency or person from all liability for any damages whatsoever that may occur from furnishing such information to the Missouri Division of Fire Safety.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment in this course and certification exam results only to the Chief Officer or his designee of my organization.

A photostatic copy of this authorization will be considered as effective and valid as the original.

Date of Birth:_____Social Security No.:_____

Driver's License Number:_____State of issue:_____

*Signature:*_____ *Date:*_____